



Community Development
10000 Centennial Parkway
Sandy, Utah 84070
Telephone # (801) 568-7250
Facsimile # (801) 568-7278

Subdivision Review Checklist

(For Standard/Infill Subdivisions, Sensitive Land Subdivisions, Planned Unit Developments, Traditional Neighborhood Developments, and Condominium Plats)

Revised September 9, 2008

APPLICANT TO USE THIS CHECKLIST AS A REFERENCE THROUGHOUT THE REVIEW AND APPROVAL PROCESS

Initial Steps Prior to Applying for Subdivision Review

- ☐ **Information Contact** and/or Initial Review with Planning Staff
- ☐ **Development Committee Meeting** (if required by Staff)
- ☐ **Meeting with Community Council**
 - ☐ Contact Marsha Millett (568-7114) for the specific Community Council contact person for your project.
 - ☐ Written minutes to Staff from Community Coordinator

Subdivision Review Process

NOTE: Process may vary for different types of subdivisions. Please consult with the assigned planner to discuss additional requirements or elimination of certain requirements pertaining to your particular application.

1. PRELIMINARY SUBDIVISION REVIEW BY STAFF (prior to Planning Commission review, if required)

NOTE: Submittals will not be accepted unless it contains all required documents and information. If a target Planning Commission date is desired, it must be submitted prior to the scheduling deadline, which is typically 4 weeks prior to allow for staff review and potential modifications. The Planning Commission cannot give a fair review when this information is submitted at the last minute or during the meeting.

Preliminary Review Submittal Requirements:

- ☐ Payment of *non-refundable* **Pre-Development Fee** (contact the planning department for the amount)
- ☐ Completed Subdivision Review/Planning Commission **Application Form**.
- ☐ **Development Schedule** (including phasing).
- ☐ **Names and addresses of property owners** within 300 feet of proposed project on mailing labels (when required by Staff). Available from the Salt Lake County Recorders Office at: 2001 South State Street, Government Center, North Building, Room 1600, Salt Lake City, UT.
- ☐ **Property Plat of area to be developed** available from the Salt Lake County Recorders Office at: 2001 South State Street, Government Center, North Building, Room 1600, Salt Lake City, UT.
- ☐ Prepared **Submittal Packets** for each department as indicated on the attached "**SUBDIVISION REVIEW - Preliminary Submittal**" form (this submittal sheet only applies to Standard/Infill subdivisions, see other submittal sheets for other types of subdivisions). Each plan must be in 24" x 36" format and the following plans must include the following details:
 - ☐ **Subdivision Plat** - showing all of the following information:
 - ☐ Subdivision Plat drawn to a scale of no smaller than 1" = 50' AND STAMPED, DATED AND SIGNED BY AN ARCHITECT OR ENGINEER LICENSED IN THE STATE OF UTAH (required by Utah State Law).
 - ☐ North Arrow. Vicinity Map (reduced to scale), & Legend of line-types, symbols and hatches
 - ☐ The proposed name of the subdivision.
 - ☐ Names of adjacent property owners and boundary lines of such parcels.
 - ☐ Contours drawn at 2' intervals.
 - ☐ Boundary lines of the parcel to be subdivided.
 - ☐ Dimensions and square footage of each lot.
 - ☐ Building envelopes for each lot. (not applicable to Standard Subdivisions)
 - ☐ All existing and proposed improvements (shown in distinctly different line types):
 - ☐ Above-ground structures (buildings, monument signs, fences, walls, etc.).
 - ☐ Surface improvements (curb and gutter, asphalt, sidewalks, trails, etc.).
 - ☐ Location and dimensions of existing and proposed irrigation systems (canals & ditches).
 - ☐ Proposal of future street system connections to surrounding parcels (for plats that cover a small area of a larger unsubdivided area and/or conceptual plans for subsequent phases).
 - ☐ Location of all existing roads and drive approaches adjacent to and across from project.
 - ☐ Show required visibility triangles at all street intersections (private or public)

Preliminary Subdivision Plat Review Submittal Requirements (continued):

- ☐ Location and setbacks of existing structures within the plat boundaries. Include notation whether the structures will remain or be demolished.
 - ☐ Location of all landscape or common areas (Typically TND's, Multifamily, or PUD's only)
 - ☐ Name, address, email, phone number, and fax number of the primary project contact.
 - ☐ A Certificate of Survey with a metes and bounds description, the signature of a land surveyor licensed in the State of Utah, and the land surveyor's seal.
 - ☐ An Owners Dedication with signatures from all property owners and others who may have a financial interest in the subdivision acknowledged by a notary public, as required by the Salt Lake County Recorder's Office and Sandy City.
 - ☐ A notice of all covenants, conditions, and other restrictions which may be relevant and applicable to the property contained within the final plat.
 - ☐ The following signature blocks are required: Planning Commission by the Chairman, Salt Lake Valley Health Department, City Engineer, Public Utilities Department, Sandy City Attorney, the Mayor and attestation by the City Recorder as well as other as may be required by State Law.
 - ☐ Provide the following statistical information on the Subdivision Plat:
 - ☐ Gross Acreage of Total Project and acreage of phases (if applicable).
 - ☐ Total number of lots or building sites.
 - ☐ Landscaping Statistics (Typically TND's or PUD's only):
 - ☐ Sq. ft. and percentage of overall site.
 - ☐ Percentage of parking lot and driveway area in landscaping.
 - ☐ Open space percentage (of overall site). (Typically TND's, Multifamily, or PUD's only)
 - ☐ Number of parking spaces required (with ratios) (Multifamily or PUD's only).
 - ☐ Number of parking spaces provided (Multifamily or PUD's only).
 - ☐ **Water Conservation Landscaping Plan** - (Typically TND's, Multifamily, or PUD's only) showing all of the following information:

NOTE: FOR FURTHER INFORMATION SEE THE WATER EFFICIENT LANDSCAPE ORDINANCE

 - ☐ Include location of existing trees on the site and berming of the front landscaped area.
 - ☐ Must conform to requirements of the Landscaping Standards, Sandy City Development Code.
 - ☐ Plans must be stamped, signed and dated by a Landscape Architect licensed in the State of Utah or designer approved by Sandy City Public Utilities Department.
 - ☐ **Grading and Drainage Plan** - showing all of the following information:
 - ☐ Provide existing and proposed contours at 2 foot intervals.
 - ☐ The existing contours shall extend a minimum of 25 feet beyond the property line.
 - ☐ Storm water drainage (designed to accommodate a 10 year storm with 100 year routing).
 - ☐ Also include any water course, storm drain pipe sizes, slopes and elevations, flood plains, unique natural features, natural hazards, proposed building finished floor elevation, etc.

NOTE: Front landscape areas cannot be used for the retention/detention of storm water.
 - ☐ **Utility Plan** - showing all of the following information:
 - ☐ Underground utilities.
 - ☐ Street lights, fire hydrants, utility boxes.
 - ☐ Overhead utilities.
 - ☐ Location of all existing and proposed utility systems including sanitary systems, storm sewers, water, electric, gas, and telephone lines.
 - ☐ Location of all existing and proposed street lights.
 - ☐ **Exterior Architectural Building Elevations** - (Typically TND's or PUD's only) showing all of the following information:
 - ☐ Architectural drawings shall be drawn to a scale of no smaller than 1/8" = one foot.
 - ☐ Indicate all colors and building materials to be used on each elevation.
 - ☐ Include all proposed building wall signs (if known).
 - ☐ Said elevations or renderings must be sufficiently complete to show building heights and roof lines, the location and height of any walls, signs, light standards, openings in the facade, and the general architectural character of the building.
 - ☐ **Road Plan & Profile Plan** - showing all of the following information:
 - ☐ Existing and proposed grades.
 - ☐ Existing improvements (curb and gutter or asphalt) to which the proposed improvements will connect, for a minimum of 100 linear feet.
 - ☐ Slope of proposed and existing improvements.
 - ☐ **Other information deemed necessary** by Planning, Public Works, Public Utilities, Fire, Police
-
-

Preliminary Subdivision Review Submittal Requirements (continued):

Preliminary Staff Comments and Corrections come from:

- ☐ Planning Division - Mike Wilcox: 568-7261, or Brian McCuiston: 568-7268
 - Development Code Requirements
- ☐ Fire Department - Don Rosenkrantz: 568-2945
 - Fire Department Requirements
- ☐ Parks and Recreation Department - Dan Medina: 568-2911
 - Trails Requirements
- ☐ Public Works Department - Dev. Coordinator - Dave Poulsen: 568-6058 or Jennifer Ford: 568-6047
 - Engineering Requirements Letter
- ☐ Transportation Engineer. - Ryan Kump: 568-2962
 - Traffic and Road Requirements
- ☐ Public Utilities Department -
 - ☐ Engineering Manager - Rod Sorensen: 568-7297; Engineer - Lennie Chanthaphuang: 568-7293
 - Water, Flood Control/Drainage, Underground Power, Street Lighting
 - ☐ Kim Pickett: 568-6087
 - Landscaping & Irrigation Plan (water conservation & efficiency) Requirements
 - ☐ Pat Eyre: 568-6048
 - Storm Water Prevention Plan Requirements
- ☐ Police Department - Duff Astin: 568-7179
 - Security and CPTED concerns
- ☐ Building & Safety Division - Scott Marsell: 568-7263
 - Site and Accessibility for the Handicapped (ADA Requirements)
- ☐ Sewer District - 1 of 4 sewer districts in Sandy City (see attached Utility Company Contact Sheet)
 - Sufficient capacity and placement to accommodate the development.
- ☐ South Valley Water Reclamation Facility - Norris Palmer: 566-7711 Ext. 146
 - Approval required from SVWRF for all Sewer Districts except Cottonwood Improvement District.

2. PLANNING COMMISSION PRELIMINARY REVIEW

Planning Commission Submittal Requirements:

- ☐ Preliminary Subdivision Plat: Ten (10) copies 24" x 36" format, one (1) copy on 8.5" x 11" format, and one (1) copy 11" x 17" format.
 - ☐ Architectural Building Elevations - 4 sides of building (if required): Ten (10) copies 24" x 36" format, one (1) copy on 8.5" x 11" format, and one (1) copy 11" x 17" format.
 - ☐ One color board of all colors and materials proposed to be used on building(s). (if required)
 - ☐ Preliminary Landscape Plan (if required): Ten (10) copies 24" x 36" format, one (1) copy on 8.5" x 11" format, and one (1) copy 11" x 17" format.
 - ☐ Other information that may be determined necessary for the review by the Planning Commission.
-
-

3. FINAL SUBDIVISION REVIEW (After Staff & Planning Commission Preliminary Review is completed)

A. Redline Review Meeting. If desired, the developer, the developer's architect, landscape architect, and civil engineer meet with City Staff to review the Planning Commission conditions of approval, the memorandums, letters and redlined drawings that resulted from the preliminary review. This is an opportunity for the applicant or developer to clarify Staff's comments and to work out any conflicting requirements from the various City departments. This is all in an effort to save the developer, and City Staff, time by eliminating misunderstandings which may cause delays in the approval of the project.

B. Final Review Submittal Requirements. (Must include all items in Preliminary Review listed above.) After addressing all memorandums, letters and drawing redlines that resulted from the preliminary reviews by the various City departments, submit the following:

- ☐ Prepared **Submittal Packets** for each department as indicated on the attached "**SUBDIVISION REVIEW - Final Submittal**" form (this submittal sheet only applies to Standard/Infill subdivisions, see other submittal sheets for other types of subdivisions). Each plan must be in 24" x 36" format and adhere to the above required details for each plan and any other requirements from the Planning Commission or other City Departments.

4. **PLANNING COMMISSION FINAL REVIEW** (if required)

NOTE: If Planning Commission Final Review is not required, please skip to step number 5.

Planning Commission Submittal Requirements:

- ☐ Preliminary Subdivision Plat: Ten (10) copies 24" x 36" format, one (1) copy on 8.5" x 11" format, and one (1) copy 11" x 17" format.
 - ☐ Architectural Building Elevations - 4 sides of building (if required): Ten (10) copies 24" x 36" format, one (1) copy on 8.5" x 11" format, and one (1) copy 11" x 17" format.
 - ☐ One color board of all colors and materials proposed to be used on building. (if required)
 - ☐ Preliminary Landscape Plan (if required): Ten (10) copies 24" x 36" format, one (1) copy on 8.5" x 11" format, and one (1) copy 11" x 17" format.
 - ☐ Other information that may be determined necessary for the review by the Planning Commission.
-
-

5. **FINAL SUBDIVISION APPROVAL** (Upon completion of Final Subdivision Review)

A. Final Approval submittal requirements:

- ☐ **One (1) Final Subdivision Plat printed on Mylar.** Bring this to the Planning Department before obtaining any outside signatures.
- ☐ **Five (5) Final sets** of the **all Civil Drawings** as needed by Engineering Departments (stamped, signed and dated by an engineer or architect licensed in the state of Utah) and the **Water Conservation Landscape & Irrigation Plan** (if necessary) (stamped, signed & dated by a landscape architect licensed in the state of Utah) addressing all requirements by all departments (**no redlines are allowed on final signed plans, except Planning Division stamped notes**).

B. Final Subdivision Plat (Mylar) Signatures:

- ☐ **Obtain Outside Entity Signatures** - Once staff has approved the Mylar and the applicant has received the Final Review and Approval (Water Letter) from the Public Utilities Department, then staff will release the plat to the applicant to obtain the signatures from all entities shown on plat that are outside of the city (i.e. Board of Health, Utility Companies, etc.).
- ☐ **Obtain Internal Department Signatures** - Upon completing the outside entity signatures, the applicant must return the plat to the Planning Department. Staff will route the plat to the different city departments to obtain all internal signatures.

C. Final Approved Plan sets signed by:

- ☐ Sandy City Engineer: Mike Gladbach
- ☐ Sandy City Transportation Engineer: Ryan Kump
- ☐ Engineering Manager, Public Utilities Dept.: Rod Sorensen
- ☐ **A representative of the entity that is posting the guarantee for improvements ("bond") signs** the five (5) sets of approved plans, two (2) sets of the Agreement to Conditions (provided by Planning Staff which includes Approval Letters from all of the required agencies), and the Improvement Agreement (provided by the public works department).

D. Submit Improvement Guarantee ("Bond")

- ☐ This figure is determined by the Public Works Department. Generally, the amount will be 110% of the costs to do the improvements. You may submit one of the three bond types listed below:
 - ☐ Escrow Bond (Bank or Savings & Loan).
 - ☐ Irrevocable Letter of Credit (Bank or Savings & Loan).
 - ☐ Cash Bond (Cashier's Check).

E. Pay Final Development Fees

- ☐ The applicant must pay according to the adopted Fee Schedule that is current on the date of payment.

F. Record Plat with County Recorder's Office

- ☐ Once the applicant has paid development fees, submitted improvement guarantee (bond), signed Improvement Agreement, signed Agreement to Conditions, and obtained all signatures on the plat, then Staff will release the plat to the applicant to be recorded along with all other required documents (i.e. easements, Covenants, Conditions, & Restrictions, etc.).

Final Subdivision Approval Requirements (continued):

G. Provide Copies of Plat

- The following copies of the recorded Final Plat are required to be returned to the Sandy City Planning Division before building permits will be issued:
 - Four (4) black and white copies (24" x 36")
 - One (1) Mylar copy (24" x 36")
 - One (1) black and white copy (8 ½" x 11")
 - One (1) copy of the recorded Supplement to the Covenants, Conditions, & Restrictions

The Salt Lake County Recorder's Office will be able to make the Mylar and black and white copies for you. It will require a fee. They will keep the original recorded Mylar. A copy center may make the 24" x 36" and 8 ½" x 11" copy for you as well.

6. BUILDING PERMIT PROCESS

Once the plat has been recorded, building permits may be issued for the subdivision. The applicant must submit two (2) sets of house plans and plot plans for each lot. Plans must be submitted to the Building & Safety Division for review.

7. IMPROVEMENT GUARANTEE ("BOND") RELEASES

It is the responsibility of the developer/contractor to request the initial bond release for the development by contacting Karlee Jensen at 801-568-7271. **100% of work listed on a "City Engineer's Estimate" MUST be completed prior to the performance of initial bond release inspections.**

- Initial bond release (10% held for one year after initial amount is released by Sandy City).

It is the responsibility of the developer/contractor to request the final 10% bond release for the development one year from the date the initial bond release is signed by Sandy City by contacting Karlee Jensen at (801) 568-7271. **100% of correction work must be completed prior to requesting the final 10% bond release.**

- Final 10% bond release.

NOTE: Bond release inspections regarding the landscaping portion of the bond will only be conducted during the growing season, April 1 to October 31. If snow is on the ground prior to or past these dates, the inspection may be delayed.

Disclaimer: The above information is an abridged version of the Sandy City Subdivision Review Process as stated in the Sandy City Development Code. This information is for the benefit of the developer/applicant in order to help the developer/applicant follow the review and approval process for your project. The above list does not release the developer from the responsibility of reading and following all provisions listed in the Development Review Process Section of the latest edition of the Sandy City Development Code.